



REPLY TO  
ATTENTION OF

CELRD-EE

**DEPARTMENT OF THE ARMY**  
U.S. ARMY ENGINEER DIVISION, GREAT LAKES AND OHIO RIVER  
CORPS OF ENGINEERS  
P.O. BOX 1159  
CINCINNATI, OHIO 45201-1159

AUG 30 2005

**COMMANDER'S POLICY MEMORANDUM #2**

**SUBJECT: ANTI-HARASSMENT**

1. All employees throughout the Great Lakes and Ohio River Division (LRD) have the right to a workplace free of harassment regardless of race, color, religion, national origin, age, sex or disability. Harassment is considered misconduct that undermines the integrity of employees, debilitates morale and interferes with work productivity.
2. There will be ZERO tolerance throughout LRD towards harassment or other offensive actions such as racial or ethnic slurs, epithets or otherwise denigrating comments made towards or about others. Non-compliance with this policy can result in disciplinary action for a first offense.
3. Sexual harassment is a form of sex discrimination and is illegal and will not be tolerated. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. Examples of conduct indicative of sexual harassment are: comments of a sexual nature, terms of endearment; jokes; whistles; winks; staring; patting or touching; repeated requests for a date or displaying or circulating sexually suggestive photos, posters, calendars or other materials. DoD Joint Ethics Regulation prohibits any use of government communications systems or equipment for pornographic purposes. The display or printing of pornographic or other inappropriate sexual images on a computer in the workplace creates a hostile or offensive working environment and is a form of sexual harassment.
4. The display, printing or dispersing of any materials such as jokes, music, photos, cartoons or other written materials which advocate violence or disrespect, denigrate or show hostility or aversion to any group based on their race, age, gender, sexual orientation, color, religion, national origin, age or disability is expressly prohibited by this policy.



CELRD-EE

SUBJECT: Anti-Harassment

5. To ensure compliance with this policy:

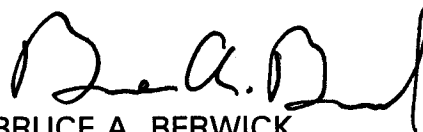
a. Supervisors are responsible for:

- Actively monitoring the work site to prevent harassment and assure a non-hostile environment.
- Assuring employees complete annual prevention of sexual harassment training.
- Explaining the policy to new employees (to include students, temporary and field employees) during their first week of employment.
- Understanding and executing their responsibility if they receive a complaint of harassment based on any of the civil rights laws.

b. Employees are responsible for:

- professional conduct and treating others with dignity and respect.
- Understanding their rights and responsibilities in preventing sexual and other forms of harassment in the workplace.
- Taking action immediately when they perceive they are being harassed or are working in a hostile environment, making it clear that such behavior or environment is offensive and unacceptable.
- Reporting the situation to a management official or the EEO Office, if the situation is not immediately corrected, if it recurs, or if there is fear of reprisal.

6. This policy statement will be published and placed on all official bulletin boards, posted on the EEO Intranet site and incorporated into the new employees' orientation packets. Supervisors are to ensure their employees have read and understand the policy statement.



BRUCE A. BERWICK  
Brigadier General, U.S. Army  
Commanding

Distribution:  
All LRD Employees